

Discussion of Procedures Related to Re-activation of an Inactive Program October 2011

Overview of this Report

This report provides begins a discussion of the procedures that an institution would follow to request re-activation of an inactive program.

Background

Institutions may temporarily cease offering an approved program for a variety of reasons such as decreased need in the service area or changes in faculty with expertise in the area. In the past, once a program was approved, it was listed as approved on the Commission website even if the program was not being offered at the institution. At its May 2008 meeting (<http://www.ctc.ca.gov/educator-prep/coa-agendas/2008-05/2008-05-item-15.pdf>), the COA took action to allow institutions to declare a program to be *Inactive*. A program may be declared inactive for a maximum of five years.

Since May 2008 when the *Inactive status* was approved by the COA, 79 approved programs have been declared inactive by the sponsoring institution. One program requested and was granted reactivation. This program's inactive time period was less than one year.

	Number of Programs Requesting	
	Inactive Status	Re-activation
2008-09	20	
2009-10	19	1
2010-11	40	

At the August 2010 COA meeting and agenda item (<http://www.ctc.ca.gov/educator-prep/coa-agendas/2010-08/2010-08-item-16.pdf>) the definition of an Inactive program was modified to the following:

An inactive program may be so deemed by the COA if it is a program that:

- 1) is no longer admitting new candidates;*
- 2) is operating only to allow the current candidates to complete the program, and*
- 3) might be re-activated by the institution within five years.*

A Program Sponsor Alert (PSA 10-16, <http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-16.pdf>) was distributed in August 2010 to clarify the inactive status, the responsibilities of institutions that elect to declare a program inactive, and to provide the revised definition to the field.

At this time it is prudent to have a thorough discussion on the procedures that an institution would follow when it elects to request re-activation of an inactive program. The draft language presented in this agenda item is designed to be a starting place for the COA's discussion.

Next Steps

Based on the COA's discussion, staff will prepare an agenda item with draft language that would be included in the *Accreditation Handbook* for review at a future COA meeting.

DRAFT Procedures to Request Re-activation of an Educator Preparation Program

Re-activating an Approved Inactive Educator Preparation Program

An Inactive program cannot be re-activated until the Committee on Accreditation (COA) takes action at a regularly scheduled meeting. Commission staff must work with the institution that wants to re-active a program prior to the program being placed on the COA's agenda. The COA may require that the institution be present at the COA meeting to respond to questions about the program's re-activation. It is possible, for institutions where the inactive program is the only approved educator preparation program, that the institution's accreditation cohort would be modified upon re-activation.

An institution should request re-activation a minimum of six (6) months prior to the intended date of re-activation. Requests may be submitted up to twelve (12) months prior to the intended date of re-activation. The request must specify the program, inactivation date and requested re-activation date.

Requests for re-activation will require supporting documentation. The documentation required will vary depending on the length of time the program has been inactive and other factors (i.e. standards and regulations related to the specific educator preparation program and program leadership). The documentation might include some or all of the following:

- Organization Chart with information on the leadership structure for the program and how the program integrates into the education unit of the institution
- Program leadership and faculty vita
- Common Standards narrative— full response or a Common Standards Addendum
- Program narrative including supporting documentation

Timeline for Requesting Re-activation of an Approved Program

When	What
6 months prior to the COA meeting	Submit a letter requesting for re-activation to the Commission indicating the requested date of re-activation.
Within two weeks of the request arriving at the Commission	Administrator of Accreditation will contact the institution to discuss the type of documentation that will need to accompany the Request to Re-activate. The Administrator of Accreditation will assign a consultant to work with the program during the reactivation process. The institution and the Administrator of Accreditation will agree on a timeline for the request to be presented to the COA.
2-6 months prior to the COA meeting	Institution prepares the documentation (may include an updated program narrative, assessments, faculty vita, other supporting documentation) for submission.
Minimum of 2 months prior to identified COA	Documentation supporting Request for Re-activation arrives at the Commission—attention, Administrator of Accreditation and the assigned consultant.

When	What
Meeting	
Within a 10 business days of receiving the documentation in support of the request for re-activation	Staff contacts institution for clarification of information that will be presented to the COA. Staff will work with the institution to finalize all information needed for the COA agenda item. Institution might elect to attend the COA meeting to respond to questions from the members.
10 days prior to the COA meeting	Request for Re-activation is placed on the COA agenda. Request includes information on when the program was inactivated, any changes to the standards that govern the program since the inactivation date, information on where the institution is in the accreditation cycle, and a staff recommendation on the request to re-activate the program.
COA Meeting	Program is on COA agenda for re-activation including staff recommendation on request for reactivation. Institution available to respond to questions.
After COA takes action	Program may begin operating.

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